

## CHAPTER 19

## FORMS

Accounting Forms

The following General Forms prescribed by the State Board of Accounts shall be used unless specific approval has been given to use an alternate form in lieu of the prescribed form:

<u>Form No.</u>	<u>Description</u>
352 (Rev. 1987)	Receipt
353 (1966)	Check (Other Than Payroll)
357 (1967)	Payroll Check
356 (1967)	Combination Payroll and Expense Check
358 (1967)	Ledger of Receipts, Disbursements and Balances
359 (1967)	Ledger of Appropriations, Encumbrances, Disbursements and Balances
354 (1966)	Claim (General Expense)
369 (1995)	General Fixed Asset Account Group
99 (Rev. 1993)	Payroll Schedule and Voucher
99P (Rev. 1995)	Publisher's Claim
101 (1955)	Mileage Claim
98 (Rev. 1967)	Purchase Order
99A (Rev. 1985)	Employee's Service Record
99B (Rev. 1993)	Employee's Earnings Record
100R (Rev. 1972)	Certified Report of Names, Addresses, Duties and Compensation of Public Employees

NOTE: It is optional to use Check Forms Nos. 353 and 357, or in lieu of these two forms to use the combination Check Form No. 356. Form No. 99P is usually supplied by publishers in submitting their claims.

Other Forms

In addition to the foregoing, the following prescribed General Forms are also available and may be required to meet the needs of the unit:

<u>Form No.</u>	<u>Description</u>
361 (Rev. 1975)	Treasurer's Daily Balance of Cash and Depositories
360 (Rev. 1975)	Monthly Financial Statement, Depository Statement and Cash Reconciliation
362 (Rev. 1987)	Report of Collections
53 (1955)	Bond Register
86 (Rev. 1947)	Contractor's Combination Bid Bond and Bond for Construction
86A (1947)	Contractor's Bond for Construction
95 (Rev. 1987)	Bid, Offer or Proposal on Material or Materials, Equipment, Goods or Supplies
96 (Rev. 1987)	General Bid for Public Work
315A (1953)	Inventory Sheet
350 (1964)	Register of Investments
351 (1964)	Register of Insurance

Budget Form No. (Prescribed by State Board of Tax Commissioners)

1	(Rev. 1985)	Budget Estimate
2	(Rev. 1985)	Estimate of Miscellaneous Revenue (City and Town)
2A	(Rev. 1985)	Certificate as to Balance in Utility Cash Reserve Fund (City and Town)
3	(Rev. 1997)	Notice to Taxpayers of Budget Estimates and Tax Levies
4	(Rev. 1985)	Ordinance for Appropriations and Tax Rates
4A	(Rev. 1985)	Budget Report
4B	(Rev. 1997)	Budget Estimate - Financial Statement - Proposed Tax Rate

If a water or wastewater utility is established, the following forms must also be used. Please contact our office to determine which of the forms would be applicable to your utility.

<u>Utility Form No.</u>	<u>Title</u>
301 (Rev. 1995) **	Municipal Water Utility Accounts Payable Voucher
301S (Rev. 1995)	Municipal Sewage Utility Accounts Payable Voucher
302 (Rev. 1986)	Water Utility Voucher Register (short form) - Class A and B
303 (Rev. 1986)	Water Utility Voucher Register (long form) - Class A and B
304 (Rev. 1986)	Water Utility Journal (Class C)
309A (Rev. 1966)	Cash Journal - Municipal Sewage Utility
309B	(long form with insert)
310 (1937) **	Guarantee Deposit Receipt
311 (Rev. 1975) **	Water and Sewage Receipt
313A (Rev. 1966) **	Register of Daily Cash Receipts - Consumers (Water or Sewage Utility)
313C (Rev. 1966)	Register of Daily Cash Receipts - Consumers (Water and Sewage Utility Combined)
314 (1937) **	Guarantee Deposit Register
316 (1937)	Cash Record - Municipal Utility Board of Trustees (Class C - Simplified)
317 (1937)	Cash Record - Municipal Utility Board of Trustees (Class A and B)
319 (Rev. 1986) **	Water Utility Simplified Cash Journal (Class C)
321 (1955) **	Consumer's Ledger - Water Utility
322 (Rev. 1966)	Consumer's Ledger - Municipal Water and Sewage Utility Combined
323 (Rev. 1966)	Simplified Cash Journal - Municipal Sewage Utility
324 (Rev. 1966)	Consumer's Ledger - Municipal Sewage Utility
329A (Rev. 1966)	Municipal Sewage Utility Voucher Register
329B	(long form with insert)

\*\* These forms are illustrated in Chapter 20.

All of the forms listed herein should be obtainable from printing firms supplying printed forms to local governmental agencies.

## DESCRIPTION AND USE OF LEDGER FORMS

### Fund and Appropriation Ledgers

The basic accounting ledgers required to be kept consist of the following two forms:

- (1) Ledger of Receipts, Disbursements and Balances. (Form No. 358)
- (2) Ledger of Appropriations, Encumbrances, Disbursements and Balances. (Form No. 359)

To clearly understand the use and application of the above forms it is first necessary to distinguish between a "fund" and an "appropriation," as these terms are used in this chapter.

The term "fund" means the General Fund, Cumulative Improvement Fund, Cumulative Maintenance Fund, Construction Fund, Bond and Interest Fund, or such other fund required to be separately accounted for in the records. The term is also associated with the word "cash," since the balance in any such fund represents the cash balance available for expenditure.

The term "appropriation" represents only the authority to spend money for the purpose for which appropriated. It does not represent "cash," since that term is associated only with the particular "fund" from which the appropriation (or authority to spend) is made.

Opening Ledgers - At the beginning of the year the following ledger sheets should be set up for each fund carried in the records of the district:

- (a) A ledger sheet on Form 358, to account for "cash" receipts, disbursements and balances.
- (b) A ledger sheet on Form 359 for each appropriation, or major budget classification, as shown by the Resolution of Appropriations.
- (c) A ledger sheet on Form 359 for each detail expenditure account listed in the Budget Estimate.

The above ledger sheets should be placed in a binder and arranged so that the fund (cash) ledger sheet under (a) appears first, followed by the appropriation for each major budget classification (b) and immediately following each such major budget account the detail expenditure accounts under (c).

The account (appropriation) numbers appearing in the Budget Estimate, Budget Form 1, shall be used in accounting for appropriations and disbursements and these numbers, as well as the description of the account, should be entered in the appropriate headings provided on Form 359.

As stated, this procedure should be followed for each fund, with the ledger sheets for each fund being separated by divider sheets and index tabs, for ease in posting the accounts.

Posting Ledgers - The cash balance in each fund at the close of the prior year will be brought forward on January 1 and entered in the "Balance" column of Form 358. At the same time the appropriations appearing in the Resolution of Appropriations, or as modified as a result of action thereon by the county tax adjustment board or State Board of Tax Commissioners, shall be entered in the "appropriation" column of the applicable ledger sheets controlling the expenditures for each major budget classification. All entries in the ledger should be made in permanent ink.

Receipts - The posting media for receipts will be the copies of receipts issued on Form 352. The date, receipt number, source and amount shall be entered on the applicable fund ledger sheet (Form 358) and the "balance" columns increased accordingly. Consecutively numbered receipts for the same date and from the same source may be group posted, if desired.

Disbursements - The posting media for disbursements will be the carbon copies of checks issued which should show thereon the account number and fund on which drawn. Disbursements will be posted to both the applicable appropriation ledger sheet (Form 359) controlling the major budget classification and to the detail expenditure accounts (Form 359) under each such classification. Consecutively numbered checks bearing the same date and issued for the same purpose may be group posted, if desired. After posting disbursements and at least at the close of each month the appropriation control accounts (major budget classifications) shall be totaled and proved and the appropriation balance extended to the "balance" column. The detail expenditure accounts will contain entries only in the columns provided for (1) date, (2) warrant number and (3) amount disbursed, and a total to date entered at the close of each month for proof to the appropriation control.

Purchase Orders - Where a purchase order is issued, the applicable appropriation (major budget classification) should be encumbered by posting in the columns provided for that purpose on Form 359. When the purchase order is paid and at the same time as posting the check issued in payment, the amount for which the order was issued shall be entered in the column headed "paid" and the "balance" of unpaid orders reduced accordingly. At the same time a check mark (✓) should be entered in the column provided for that purpose opposite the date and purchase order number when originally issued. The columns for "purchase orders" are only to provide a memorandum record of obligations incurred and not yet paid to insure that appropriations are not overdrawn. To determine the balance available for expenditure, the balance of unpaid purchase orders shall be deducted from the "appropriation balance."

Payroll Deductions - In posting payrolls the "gross" amounts of the payroll checks should be posted to the applicable appropriations and expenditure accounts and the "net" amounts posted to the fund account. At the end of the payroll writing, or at the close of each month, checks should then be written for the amounts of such deductions (for transfer to the applicable payroll deduction "fund" or for payment to the proper agency) which latter checks will be posted only to the fund account. In this manner, the appropriations are immediately charged with the actual total of the payroll, with the fund account being charged only with the amounts for which the checks were written. When the checks written to cover the deductions are posted to the fund account, the totals posted to all accounts will then agree.

To facilitate handling payroll deductions it is usually desirable to establish separate payroll funds for each type of deduction, to be identified as:

- (1) Federal Withholding Tax
- (2) State Withholding Tax
- (3) Social Security (OASI)

or such other fund as might be applicable.

The check or checks written to transfer payroll deductions should be receipted to the applicable fund or funds by the issuance of an official receipt, Form 352, and the checks deposited in the depository in the same manner as other receipts.

When checks are issued to remit payroll deductions to the proper agencies, under the foregoing procedure, the checks are then posted to the applicable payroll deduction funds. The district's share of social security, however, must be paid from the applicable fund and appropriation accounts and not charged to the Social Security deductions withheld from employees.

Proof of Posting - At the close of each month the ledgers should be footed by entering totals (in pencil) in the applicable columns of receipts and disbursements, as well as in the columns reserved for purchase orders, and the ledger accounts proved as follows:

- (1) Add duplicate copies of receipts issued (Form 352) and verify with total of receipts posted to the fund accounts.
- (2) Add duplicate copies of checks issued and verify with total of disbursements posted to the fund accounts.
- (3) Add totals of disbursements posted to appropriation ledger sheets (major budget classifications) and verify with total disbursements posted to fund account.
- (4) Add total of disbursements posted to detail expenditure accounts under each major budget classification and verify with the total disbursements posted to the account of each major budget account.
- (5) Extend and prove the balance in each fund and appropriation account.

#### Reconciliation With Depository

At the close of each month the ledger balances in the respective funds shall be reconciled with the bank balance and a record thereof maintained on the reverse side of the bank statement or in a separate record. The following is an illustration of a bank reconciliation.

Bank Balance, Citizens National Bank (Per Bank Statement), April 30, 1996			\$ 5,265.00
Deduct Outstanding Checks:			
	<u>Date</u>	<u>Number</u>	<u>Amount</u>
	12-27-95	162	\$ 10.00
	3- 4-95	193	52.00
	4-27-95	221	<u>86.00</u>
	Total		<u>148.00</u>
Net Depository Balance			5,117.00
Add: Cash on Hand (Deposited 5-1-96)			<u>180.00</u>
Record Balance, April 30, 1996			<u><u>\$ 5,297.00</u></u> *

\* This figure should agree with the sum total of the balances in the respective funds, including payroll deduction funds.

#### DESCRIPTION AND USE OF OTHER FORMS

In addition to the ledger forms described in the foregoing pages, the accounting procedures also require the use of certain other forms, as listed on Page 19-1. A description of such forms is set out below and on the following pages.

#### Receipt - Form 352

This form consists of an original and a duplicate, prenumbered by the printer, five to a page, the original perforated and the duplicate punched for posting binding.

A receipt is to be issued for each cash collection. The duplicate serves as a posting medium to the Ledger of Receipts, Disbursements and Balances, Form 358.

### Checks - Forms 353, 356 and 357

There are three (3) types of checks. Form 353 is designed to be used for payment of expenses other than payrolls, with Form 357 to be used for payrolls. Form 356 is designed to serve a dual purpose in that it may be used for payment of both payrolls and other expenses. Where Form 356 is used, Forms 353 and 357 will not be used.

Forms 353 and 356 consist of an original and duplicate; Form 357 (Payroll) is in triplicate to provide an employee's earnings statements. All such forms are printed five checks to the sheet, prenumbered by the printer, the original (and duplicate of Form 357) perforated, and the duplicate of Forms 353 and 356 and the triplicate of 357 punched for post binding.

The use of Form 356 in lieu of Forms 353 and 357 is recommended where a district has only a few employees. This form contains a perforated strip for showing earnings and deductions when used for payroll purposes, to be detached by the employee before cashing the check; when used for purposes other than payroll, the fiscal officer is to detach the strip before delivering the check to the payee.

All checks shall provide for signature of the "fiscal officer."

### Claim Forms - Nos. 99, 99P, 101 and 354

The above numbered claim forms are prescribed for use in supporting disbursements.

Form 99, Payroll Schedule and Voucher, shall be used for salaries and wages; Form 99P for public notice advertising; Form 101 for mileage, and Form 354 for other expenses.

All claims or accounts payable vouchers must be itemized and allowed by a majority of the members of the board before payment by the fiscal officer. Payment of invoices not supported by a duly certified claim or accounts payable voucher is not permissible. Also, claims and accounts payable vouchers are not required to support the following:

- (a) Payments due state or federal agencies for withholdings, social security contributions, etc., which are statutory payments supported by reports to such agencies.
- (b) Bonds, notes and other indebtedness, including the interest thereon, upon payment under the term of the written obligation.

After payment, the check numbers are to be entered in the space provided on the claims or accounts payable vouchers, and the claims filed numerically for future reference and audit.

### Purchase Order - Form 98

The name of this form denotes its purpose. Effective use of a purchase order requires that it be issued at the time of order. It is acceptable to confirm an emergency purchase by issuance of a purchase order, but no useful purpose is served by issuance of a purchase order at the time a claim is submitted for payment since one of the purposes of the Purchase Order is to provide a medium for entry of an encumbrance against an appropriation. When a claim or accounts payable voucher is in position for payment, posting of an encumbrance at the time is of no consequence and any other purpose served by a purchase order has been fulfilled, except for an acknowledgment of the receipt of materials which can be endorsed on the claim or accounts payable voucher itself.

### Employee's Service Record - Form 99A

This form provides a record for each employee of hours or days worked, sick leave, vacation and days lost. The record provides the information for preparation of Payroll Schedule and Voucher, Form 99.

These forms are to be kept in binders, arranged to best serve the user, preferably alphabetical.

### Employees' Earnings Record - Form 99B

This form serves as a permanent record of compensation paid each employee and the authorized deductions from his pay.

Use of a separate sheet for each employee each year. Alphabetical arrangement in use of this form is recommended.

All compensation paid to an employee must be recorded on this form regardless of whether any deductions are made. Posting to this record is from the Payroll Schedule and Voucher, Form 99.

In heading each sheet be careful to see that no pertinent information, such as Social Security Number, is omitted.

Quarterly and at the end of each calendar year, using information recorded on Form 99B, the disbursing officer is required to make necessary returns and payments of taxes withheld to Internal Revenue Service and to Indiana Department of Revenue on forms supplied by those agencies. This record will also provide information to support remittances of social security to the Public Employees' Retirement Fund.

### Treasurer's Daily Balance of Cash and Depositories - Form 361

This form provides for a daily accounting for total cash activities, both as to receipts and disbursements. It provides for a daily proof between record balances and cash in the bank plus cash on hand. Also, when more than one depository is used, this record provides a guide to the treasurer in maintaining deposits in the banks in whatever predetermined ratio is applicable.

### Monthly Financial Statement, Depository Statement and Cash Reconciliation - Form 360

This form consists of two sides and is designed to enable the treasurer to make an abstract statement of receipts, disbursements and balances for all funds and a reconciliation of such balances with the depository balance. The front side is prepared from figures taken directly from the Ledger of Receipts, Disbursements and Balances - Form 358. The reverse side provides a reconciliation of the record balances with the depository balance.

This form may be used conveniently in making monthly reports to the board of directors.

### Report of Collections - Form 362

This form is designed to be used by any officer or employee authorized to make collections for or on behalf of the district in reporting and turning over such collections to the financial clerk. Upon receipt of the collections, the financial clerk must in turn issue to such officer or employee an official receipt on Form 352.

For example, where a water utility is established and collections made by a person other than the financial clerk, the form should be used in reporting and remitting such collections.

Bond Register - Form 53

This form provides a record of the sale of bonds and a record of payment of bonds and the interest coupons on an individual bond and coupon basis. No other form serves this purpose; its use is imperative and must be installed at the time bonds are issued and sold. The form is a bound record.

Contractor's Combination Bid Bond and Bond for Construction - Form 86

The name of this form denotes its use and purpose. It is to be used by bidders in instances where the district requests bids for construction or improvements and the specifications require bidders to accompany bids with this type of bond.

This form of bond is not for use in the purchase of supplies, materials and equipment.

Contractor's Bond for Construction - Form 86A

The name of this form also denotes its use and purpose. It is to be used by the successful bidder in furnishing a bond to guarantee the performance of work covered in a contract for construction or improvements.

This form is not for use in the purchase of supplies, materials and equipment.

Bid, Offer or Proposal on Material or Materials, Equipment, Goods or Supplies - Form 95

This form is for use of bidders in submitting bids or proposals for materials, equipment, goods or supplies.

General Bid for Public Work - Form 96

This form is for use of bidders in submitting bids or proposals for construction or other public work.

Inventory Sheet - Form 315A

This form is for use in taking an inventory of supplies, materials and equipment. It may also be used as a perpetual inventory record of equipment and other property.

Register of Investments - Form 350

This form is designed to record investment transactions as they occur. A separate line should be used for recording each security and a separate sheet should be used for each fund from which investments are made. Entries will be made chronologically as investments are purchased or as they mature or are sold.

Register of Insurance - Form 351

This form is designed to provide a perpetual record of all insurance policies. The register is valuable in programming insurance coverages and in budgeting for payment of insurance premiums.